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SUPPLY DIVISION (ENCLOSURE #1)

1. GENERAL

In addition to information contained in Tab B of reference (a) of the attached memorandum, the following is submitted.

- a. The Chief of the Supply Division has three major responsibilities to perform. He is the Staff Supply Officer to the Director of Logistics; he is the Accountable Supply Officer for the [redacted] stocks and the Headquarters property in-use assets which function contains the responsibility of the physical direction of the operation of the Supply System as such; and he has the responsibility of furnishing technical guidance and assistance to world-wide supply operations. The Control Staff acts as the single staff advisor in discharging these responsibilities and in effect assists the Chief of the Supply Division as Supply Controller. The specific duties and functions of this Staff are listed in enclosure #1 of Tab B, reference b.
- b. The concept of a Control Staff within a Supply Division is not new. It is a standard practice in the Military Service to have a Management and Procedures Office as a sub-division of the Base Supply of every installation. The officers assigned to this duty are assigned for three (3) years on the same basis as the Base Accountable Supply Officer. In a facility such as the Agency, this function is vital for the successful accomplishment of the Supply mission. The Control Staff does not duplicate the activities of the operation branches but serves as a tool by means of which the Chief, Supply Division, exercises his operational management, technical surveillance and staff responsibilities. The Control Staff coordinates inter-branch and inter-division, office and directorate activities on behalf of and for the Chief. If there was not a Control Staff, or with a Control Staff inadequately manned, the functions as enumerated above, which are part of the overall responsibilities of the Chief, Supply Division, would, of necessity, in whole or in part, devolve to the operational sections. Past experience has shown that such a situation far from resolving the problem has, in fact, adversely affected operations and seriously impaired proper staff work by placing too great a burden of responsibility on operating officials whose primary concern with day to day operational support precludes the proper discharge of either function.

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To this fact may be added the observation that closeness to most problems because of operational requirements prevented the impartial assessment so vital to completed staff work.

2. SUMMARY OF ACTIVITIES, Reports and Studies Accomplished, in Process or Scheduled by the Central Staff, Supply Division, since 24 January 1955.

a. Training:

- (1) Sixth and Seventh Logistics Support Courses. The Supply phase of the Sixth Course was two weeks; the phase for the Seventh Course has been expanded to three weeks to permit the inclusion of practical problems. Central Staff prepares the schedule and makes all necessary arrangements for Supply Division, provides instructors and the course moderator.
- (2) Nineteen (19) Agency employees have been given orientation and briefing on the functions and mission of Central Staff, and scheduled through the Division for sectional briefing.
- (3) All training requests and training schedules for internal and external training are processed by Central Staff.
- (4) The Supply Division Training Coordinator is supplied by Central Staff.

b. Special Projects:

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These include [REDACTED] and several special projects for IRS which have no specific name. These projects involve special handling, viz: special monitoring action is taken from date of requisitioning of supplies to date of delivery to user. Any delay, deviation, change in shipment procedure, storage holdovers, etc. are promptly checked and corrected to meet requirement of the situation.

c. Policy and Procedure:

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efficiency. This responsibility in this respect is built upon the basic tenant of any supply program; namely, to appraise and control the cost of supply without impairing the ability to supply. Continuing review is required of stock management functions, document control, financial inventory control and accounting, and the identification and cataloging operations including standard pricing and classification of material within the catalogue.

- (4) The Control Staff is responsible for developing work measurement techniques and work measurement standards and for ensuring that such standards are set and maintained. As the direct representatives of the Chief, Supply Division, the Control Staff by conducting surveys and studies determines the efficiency or lack of efficiency of functions and operational segments, and is responsible for recommending such corrective action as may be required.
- (5) The Control Staff is responsible for the formulation and administration of the Supply Division budget.

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